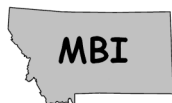


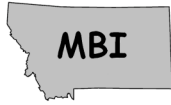
MBI Team Meetings Checklist

This checklist has been developed to facilitate the preparation, conducting, and evaluation of meetings. Please indicate whether these items occur with **High**, **Medium** or **Low** consistency.

Preparing				
H	M	L	na	Review agreements/tasks from previous minutes
H	M	L	na	Identify/review/develop agenda items
H	M	L	na	Invite/remind/prepare participants
H	M	L	na	Prepare/review materials
H	M	L	na	Check/confirm logistics (e.g., room, location, time)
H	M	L	na	
Beginning				
H	M	L	na	Acknowledge/introduce participants
H	M	L	na	Review purpose
H	M	L	na	Review/assign roles
H	M	L	na	Review/modify agenda items (e.g., discussion, decision, information)
H	M	L	na	Assign # of minutes for each agenda item
H	M	L	na	Set/review meeting rules/routines (Routines below)
H	M	L	na	
Conducting				
H	M	L	na	Follow agenda items
H	M	L	na	Stay within timelines
H	M	L	na	Follow/review rules/routines
H	M	L	na	Restate/review/remind of purpose/outcomes
H	M	L	na	



Concluding	
H M L na	Review purpose
H M L na	Review/summarize agreements/products/assignments
H M L na	Review/evaluate extent to which agenda items addressed
H M L na	Review new agenda items
H M L na	Review compliance with rules/routines
H M L na	Acknowledge/reinforce participation/actions/outcomes
H M L na	Indicate next meeting date/time/place
H M L na	
Following-Up	
H M L na	Distribute minutes
H M L na	Complete agreements/products/assignments
H M L na	Contact/remind participants
H M L na	Prepare for next agenda
H M L na	
Other Notes/Observations	



Routines for Conducting Effective and Efficient Meetings

1. How are decisions made?
2. How are problems/conflicts/disagreements resolved/processed?
3. How are roles/responsibilities (e.g., leadership/facilitation, recording minutes, reporting) assigned and conducted?
4. How is participation encouraged/reinforced?